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OCT 14 1955

MEMORANDUM FOR: Special Support Assistant, DD/S

SUBJECT: Statement of Accomplishments and Objectives.

1. As you requested, a review has been made of the work performed in this Staff during the past six months, the work now being performed and the current objectives of the Staff.

2. Work performed:

a. One of the major objectives of this Staff, when established, was to expedite the logistical support of operations of the Clandestine Services through the development of more effective working relationships between the customers and the components of the Office of Logistics. Through the cooperation of all concerned, this objective seems largely to have been realized. Discussions with DD/P Logistics Officers disclose general satisfaction in the service being received. The volume of complaints coming to the attention of this Staff regarding logistics support has been greatly reduced.

b. A second objective was to discontinue or reassign those activities that were not essential for performance in this Staff. Although there still is work to be done in this area, examples of changes to date are:

(1) Project [REDACTED] Discontinued as a project. Continuing functions have been reassigned.

(2) Security functions. Reassigned within the Staff of the SSA-DD/S.

(3) Clandestine Services Emergency Officer. Reassigned within the Staff of the SSA-DD/S.

(4) Most routine communications on logistics matters now go directly from the Senior Staff or Area Division concerned to the Office of Logistics component involved, rather than routing through this Staff. Telephone calls on routine matters also have been re-directed to the proper place in the Office of Logistics.

(5) Quarterly and annual reports of DD/P penalty mail usage. Reassigned within the Staff of the SSA-DD/S.

c. A third objective was to assist in expediting the development and promulgation of needed logistics policies and procedures and to initiate changes where necessary to improve the support of the Clandestine Services. Substantially all of the basic logistics regulations and handbooks required for implementation of Agency logistics systems now have been issued or are in final stages of completion. A member of this Staff has been designated to monitor for the DD/P a review of supply policies and procedures being conducted by the Office of Logistics with a view toward further simplification of the system and effecting reductions in the administrative workload imposed by the system on operational elements. Office of Logistics has not yet commenced this study due to staffing problems.

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d. A fourth objective was to actively assist with the development of a support planning system to fit the Clandestine Services planning system. The basic planning, coordinating and organizing of this new system has been accomplished. This Staff will continue to assist the Special Planning Assistant, DD/S, and the SSA-DD/S, with the work required to integrate, refine and measure the results and value of the system.

e. A fifth objective was to provide adequate functional staff logistics guidance and assistance to DD/P components. A sampling of functional problems encountered follows:

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(1) [REDACTED] Construction. Assisted with Agency coordination and presentation for DCI approval.

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(2) [REDACTED] Construction. Assisted to clarify and secure acceptance of requirements.

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(3) [REDACTED] Construction and Move of [REDACTED] Monitored DD/P logistics aspects and assisted in expediting Office of Logistics support. 25X1A6a

(4) Logistics Group - Europe. Assisted in preparation of project outline and coordinated project in DD/P. Project was not presented for DCI approval due to non-availability of personnel ceiling and lack of sufficient DD/P support.

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(5) Project [REDACTED]. Collaborated in liquidation of [REDACTED] and establishment of policies regarding disposition of materiel and facilities. 25X1A2g

(6) DD/P Printing Services. Prepared and coordinated a DD/P issuance pertaining to printing services requested from Office of Logistics. Has not been published as yet.

(7) Effected the reallocation of DD/P parking spaces.

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(8) Project [REDACTED] Assisted Area Division to complete proper arrangements for procurement of materiel for this project, including negotiations with [REDACTED] 25X1A5a1

(9) Procurement Quantities - New Items. Developed and initially coordinated a proposed issuance assigning responsibility and setting procedure for determining initial procurement quantities for new stock items. Forwarded to Office of Logistics for final staffing and issuance.

(10) Support Annexes. Developed and coordinated policy pertaining to preparation of support annex for the General Plan, FY-58.

(11) Requirements Forecast. Secured agreement concerning instructions for obtaining annual forecast of materiel requirements.

(12) New Building. Assisted in representing the DD/P before the committee reviewing space requirements for the proposed new building.

- 2 -

**SECRET**

Approved For Release 2001/05/10 : CIA-RDP78-04718A002100160025-6

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**3. Continuing Activities (Now being performed)**

- a. Regulations [REDACTED]. Coordinate and resolve differences.
- b. Monitor logistics cable traffic.
- c. Conduct Logistics Officer staff meetings.
- d. Provide technical guidance and assistance to DD/P components on logistics matters.
- e. Provide the Director of Logistics with constructive and required information regarding DD/P program objectives and customer attitudes.
- f. Administrative services for DD/P Headquarters.
  - (1) Space planning and office moves.
  - (2) Parking.
  - (3) Equipment and facilities maintenance.
  - (4) Building alterations.
- g. Review and approve Tables of Vehicular Allowances and requests for procurement of vehicles for the DD/P.
- h. Review project outlines.
- i. Special problems.
- j. Review proposed logistics T/O's.
- k. Review and sign overseas PCS orders for logistics career service personnel. Review overseas TDY orders for Office of Logistics personnel for the SSA-DD/S.
- l. Attend Office of Logistics Staff Meetings.
- m. Serve on Logistics Career Service Board and the Special Equipment and Techniques Working Group, DD/P Materiel Board.
- n. Special Activities.
  - (1) Charity drives. Solicit and account for funds for Office of DD/P, I&R Staff, and CIA Defector Coordinator.
  - (2) GEHA - Health Insurance. Collect and account for premium payments for SSA, DD/P Office, I&R Staff, PAPS, and Commercial Staff.
  - (3) Verify monthly invoices for all DD/P [REDACTED] (about 100).
  - (4) Receive, distribute and account for Agency telephone directories for SSA.

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(5) Monitor distribution of city telephone directories for I, J, K, and L Buildings.

c. Printing Control Officer. Review requests for major recurring administrative type printing programs; resolve problems of priority and questions concerning adequacy of service.

4. Current Objectives and Projects. In addition to the continuing objectives of paragraph 2. above, further effort is required concerning:

a. [REDACTED] Study. Ascertain location and facilities required for current operations and hot war logistics support of SE and NEA areas.

b. Project [REDACTED] Scheduled for completion February 1956.

c. Project Logistics Annexes. There is an increasing need on the part of Case Officers and Logistics Officers for guidance concerning when statements of logistical requirements should be prepared, by whom, what they should contain, and who should coordinate them.

d. Administration of Agency Vehicles. Clarify policies and procedures concerning preparation, review and approval of TVA's, the processing of vehicle requisitions, and delegations of authority.

[REDACTED]

f. Survey of DD/P Printing Facilities and Programs. Collaborate in study of domestic and overseas printing activities.

g. Case Officer Handbook. Explore feasibility of developing concise handbook of all logistics policies and procedures affecting Case Officers.

h. Administrative Workload of Field Stations. Re-examine Agency logistics directives with view toward reducing administrative workload on Field stations, with particular emphasis on small station procedures and reporting requirements.

i. Office Space. Continue efforts to place all DD/P components in the same office area.

j. Insurance. Secure an official issuance of Agency policy regarding insurance for [REDACTED] vehicles.

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[REDACTED]  
Special Support Assistant  
(Logistics)

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- 4 -

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